

D R A F T

Meeting Minutes, 7/21/05

Committee for Citizen Involvement

CCI Members Present: Robert Cancelosi, Sue Carver, Teddi Duling, Bev Froude, Bill Scheiderich, Trisha Swanson

CCI Members Absent: Basil Christopher, Brian Kelly, Rich Parker, Stacie Yost

Staff Present: Liz Newton, Duane Roberts

1. Welcome and Introductions

The meeting was called to order at 7:05 PM by Duane Roberts. Since Bill was attending his first meeting, self introductions were made around the table.

2. Approval of Minutes

The minutes of the previous meeting, held on June 16th, were approved by the committee as submitted.

3. Election of Officers

Staff provided an overview of how some of the other City committees function with regard to the number and types of officers, the process used for their selection, their terms of service, and their respective duties.

The committee discussed options and decided on a structure that includes two officers: a chair and vice chair. The committee asked staff, before the August meeting, to contact all CCI members individually to ask whether they would be interested in serving in one or both positions. The committee will elect officers at the August meeting from among those willing to serve.

4. Missions Statement

After much discussion, the committee agreed upon the wording of a CCI mission statement:

The Tigard CCI reviews the form and process of the City's communications with City residents to improve those communications and to encourage City residents to be more involved with City affairs.

5. Neighborhood Program Update

Liz Newton provided a status report on the Neighborhood Program. The program will focus on quality of life issues. The City will create a web page for each neighborhood group. Program options will include neighborhood clean-up and beautification activities among others. As an incentive for neighborhood groups to participate in the Neighborhood Program, a new neighborhood grant program is proposed. An incentive for the groups to get involved in the CIP process would be the opportunity for each to advocate its individual CIP priority or priorities.

Three neighborhood areas will be picked for the pilot program. This is a trial run to see how the program works. Startup of the pilot program will be in September sometime after the beginning of school. Roll out of the full program is set for late January, after Council goal setting.

Liz has talked to various homeowners associations about the proposed Neighborhood Program. Most are supportive. The City will be divided into twelve neighborhood areas. Elementary school service areas and transportation corridors will be the basis for delineating boundaries. South Bull Mountain is not located within the City limits. Although no pilot program covering this area is proposed, the unincorporated area will be included in one of the 12 future groups. The Alberta Rider School attendance area includes incorporated and unincorporated portions.

The starting point for picking the three pilot neighborhoods is to identify clusters of volunteers within diverse areas of the City. Tigard residents within the Beaverton School District participate in City activities and programs. A lot of City volunteers come from Summerfield Estates area. A goal in establishing neighborhood areas is to better connect these two areas with the rest of the community. Integrating the area around Washington Square into the program presents a lot of challenges.

The Beaverton and Lake Oswego neighborhood organizations are very land use oriented. A goal of the new Tigard program is to get people to talk about quality of life issues and “to get people to come together to address neighborhood issues” before they become City-level issues.

Bill asked how the pilot Neighborhood Program will get started? Liz responded that making use of “personal contacts” is the main approach being used to forming neighborhood pilot groups. This includes “talking to various people and explaining what we are doing”, contacting school Parent School Organizations, and getting in touch with people who use of City administrative services.

Teddi suggested putting posters with information about the Neighborhood Program in the Tigard library. Bill suggested using the City newsletter, *Cityscape*, to spread the word. Bev mentioned the Community Connector list as a good “beginning source.”

Trish asked about the duration of the pilot program. Liz replied that it would continue for six months, followed by a report to Council evaluating the success of the program. Trish commented that the proposed “grant program would make people excited” about the Neighborhood Program.

Duane brought up Basil’s point from last month’s meeting about including Land Use Neighborhood meetings in the neighborhood program. Liz commented that, the 120-day rule, [the state law that specifies that local permit processing, including local appeals, must be complete in 120 days] makes it difficult to include these meetings within the purview of the Neighborhood Program. *[For the record, the 120-day rule does not apply to the Land Use Neighborhood Meeting. This meeting is required to be held before the application is submitted. The 120-day rule takes effect after an application is submitted and deemed complete. However, an important and closely related point is that tying the required land use neighborhood meeting to the new Neighborhood Program could impose an undue and, possibly improper, delay on the submittal of land use applications].* A possible alternative is the use a neighborhood land use representative who would advocate for the neighborhood’s “particular concerns” during the land use process.

Liz announced that she plans to give Neighborhood Program progress reports at all CCI meetings. As requested by Stacie, she will provide a schedule of Neighborhood pilot program meetings to the CCI. Liz will facilitate the meetings initially.

Trish asked if the CPO boundaries overlap the City boundaries. Liz responded that the Bull Mountain and Metzger CPO’s areas include portions of the City. The CPO’s deal with County-level issues, whereas the Neighborhood Program will deal with City-level issues. The context is the neighborhood. The CPOs are advisory to the County and the Neighborhood groups to the City.

Trish commented that a lot of new subdivisions have be constructed in recent years and questioned whether homeowners associations are likely to participate in the Neighborhood Program. Liz commented that she actively is encouraging the associations to be involved. Teddi commented that the Neighborhood Program will “also be a way to get involved in the CPO.”

4. Capital Project Notification Guidelines/Land Use Neighborhood Meeting Process: CCI Recommendations for Improvements

Duane introduced this item. The committee has examined the City’s capital project notification procedures and land use Neighborhood Meeting process in two meetings. A number of recommendations for improvements to each of these activities were advanced by individual committee members. The appropriate next step is for the committee as a whole to discuss and reach agreement on

these and any other recommendations and to forward these to Council for their consideration. The CCI debated and reached consensus on the following recommendations.

City Capital Projects Notification Guidelines:

1. Include CPO newsletters (Bull Mountain and Metzger) in the list of publications to which project notification press releases are distributed.
2. Increase the use of timely signage in conjunction with all projects.
3. Encourage maximum use of informational signage, including dates of work, especially for street closures.

Robert commented that the City has its own sign department and that this would reduce the burden of implementing the recommendations related to improved signage. Duane asked about the use of comment cards, a suggestion that came up at last month's CCI meeting. Bill stated that comment cards are not an effective feedback tool. "What do you do with the cards? You don't respond back."

Another suggestion is a one-stop hotline for all City-related comments and questions and/or an email address, publicized on the City webpage, that will always acknowledge the receipt of incoming messages. If email, the initial response would be "thank you for your email, so and so will be responding."

Land use Neighborhood Meeting process:

The question of requiring a mediator for these meetings was raised. Bill commented that the City should be responsible for providing the mediator at the land use Neighborhood Meeting, if the use of a mediator is made mandatory.

Sue commented that the use of City staff in this role doesn't work. The affected neighborhood "hates the City". An impartial person is needed. The City could provide mediator training. This could include graduate students in mediator or related college level programs.

Bev commented that In Beaverton, which operates a mediator program, mediators have been effective in providing an emotional release valve for disputes between neighbors. "Changing the person who conducts the meeting can result in changes to project applications".

Bill commented that the developer could be the one to decide if a mediator is needed. If additional resources are needed to fund a mediator program, application fees could be "jacked up" to pay for the service. The City can decide whether it needs to charge for this service.

5. Other Business/Announcements/August agenda

Bill suggested a live web page demonstration by the City webmaster using portable equipment on how to navigate the system. He commented that the website at present “requires people to be pro-active.”

Duane commented that, as agreed to at last month’s meeting, outreach to Hispanic residents would be the main topic at the August CCI meeting.